
INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: September 13, 2006

From: Lynn E. Adams, Records Administrator

Subject: Consideration of a Transcript Search/Retrieval Fee

Staff recommendation

That the commission removes from consideration the implementation of a transcript search fee.

Background

At the meeting of the Commission on March 8, 2006, staff presented the consideration of a transcript search/retrieval fee. At that time, there did not exist a consensus recommendation from the staff and the item was tabled for consideration at a later meeting of the Commission.

1. A quick summary of charges for transcript search/retrieval across the country reveals that only five (5) states provide this service at no cost, one (1) state is less than \$5.00/search, three (3) states charge \$5.00/search, one (1) state charges between \$5.00 and \$10.00, eleven (11) states charge \$10.00/search, four (4) states charge more than \$10.00/search, five (5) states assign records to other open institutions and therefore do not maintain records of any kind and twenty-one (21) states either made no reply to the questions posed or their information is not readily – or otherwise available.
2. Of the states that charge for records/transcript searches approximately half charge for additional copies of transcripts and half do not. All states that charge for records/transcript searches charge the same fee to background search companies as is charged to any other requestor.
3. Of the states that responded to the informal questionnaire twenty (20) states have a charge for records/transcript search, while five (5) have none, and five (5) have no records to service.

Request and Response Statistics

In fiscal 2004 the statistics for the Records Administrator were:

396 REQUESTS

223 LETTERS

160 STUDENT TRANSCRIPTS

34 INFORMATION

150 OFFICIAL TRANSCRIPTS

28 FILE NOT FOUND

43 VERIFICATIONS

In fiscal 2005 the statistics for the Records Administrator were:

470 LETTERS SENT

106 REQUEST FORMS

185 OFFICIAL TRANSCRIPTS

138 UNOFFICIAL TRANSCRIPTS

33 TRANSCRIPTS/FILE NOT FOUND

23 USDOE LOAN INFO. SENT

24 MISC./LEGAL INFO. SENT

It should be noted that out of 396 requests in fiscal 2004 28 were not filled due to unavailable information. Additionally, in fiscal 2005 of 470 requests 33 were not filled due to unavailable information. Therefore, the percentage rates for unfilled requests would be 7% for 2004 and 7% for 2005. This makes the percentage of requests that were successfully filled in both years at approximately 93%.